



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
CLARK COUNTY SHERIFF**

Calendar Year 1999

**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
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EXECUTIVE SUMMARY

CLARK COUNTY SHERIFF DECEMBER 31, 1999

On May 16, 2000, fieldwork was completed on the December 31, 1999 Clark County Sheriff Fee Audit. An unqualified opinion was rendered on the financial statements. No reportable conditions relating to the audit of the financial statements were reported.

Grants-

The Sheriff received a COPS FAST grant from the U. S. Department of Justice in March 1995. The account balance on January 1, 1999, was \$1,778. The account received \$9,766 and expended \$11,544 during calendar year 1999. All of the money in this account was expended by July 1999, and the account was then closed.

Lease-

The Sheriff's office is committed to a lease agreement with Provident Auto Leasing for a 1999 Dodge Durango. The agreement requires a monthly payment of \$466 for 36 months to be completed in December 2001. The total balance of the agreement was \$10,244 as of December 31, 1999.

Special Accounts-

The Sheriff's office maintains a DARE account and a Special account. The accounts had balances of \$19,189 and \$276, respectively, as of December 31, 1999.

Excess Fees-

The Sheriff's Settlement of Excess Fees was presented and accepted by the fiscal court on April 26, 2000, subject to state audit. Our audit revealed that no additional excess fees were due for calendar year 1999.

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Edward B. Hatchett, Jr.
Auditor of Public Accounts

To the People of Kentucky
Honorable Paul E. Patton, Governor
John P. McCarty, Secretary
Finance and Administration Cabinet
Mike Haydon, Secretary, Revenue Cabinet
Honorable Drew Graham, Clark County Judge/Executive
Honorable Gary Lawson, Clark County Sheriff
Members of the Clark County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Sheriff of Clark County, Kentucky, for the year ended December 31, 1999. This financial statement is the responsibility of the County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Sheriff's office is required to prepare the financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. This cash basis system does not require the maintenance of a general fixed asset group or general long-term debt group of accounts. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Sheriff for the year ended December 31, 1999, in conformity with the basis of accounting described above.

To the People of Kentucky
Honorable Paul E. Patton, Governor
John P. McCarty, Secretary
Finance and Administration Cabinet
Mike Haydon, Secretary, Revenue Cabinet
Honorable Drew Graham, Clark County Judge/Executive
Honorable Gary Lawson, Clark County Sheriff
Members of the Clark County Fiscal Court

In accordance with Government Auditing Standards, we have also issued a report dated May 16, 2000, on our consideration of the County Sheriff's compliance with certain laws and regulations and internal control over financial reporting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
May 16, 2000

CLARK COUNTY
GARY LAWSON, SHERIFF
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 1999

Receipts

Federal Grants		\$	11,545
State Grants			25,008
State Fees For Services:			
Finance and Administration Cabinet	\$	12,934	
Cabinet For Human Resources		<u>5,852</u>	18,786
Circuit Court Clerk:			
Sheriff Security Service	\$	16,825	
Fines and Fees Collected		<u>3,706</u>	20,531
Fiscal Court			98,360
County Clerk - Delinquent Taxes			2,306
Commission On Taxes Collected			350,689
Fees Collected For Services:			
Auto Inspections	\$	13,515	
Accident and Police Reports		256	
Serving Papers		28,040	
Carrying Concealed Deadly Weapon Permits		12,400	
Arrest Fees		445	
Restitution and Insurance Proceeds		29,428	
Miscellaneous		<u>2,829</u>	86,913
Interest Earned			4,492
Borrowed Money:			
State Advancement	\$	59,216	
Bank Note		<u>50,000</u>	<u>109,216</u>
Gross Receipts (Carried Forward)		\$	727,846

CLARK COUNTY
 GARY LAWSON, SHERIFF
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 Calendar Year 1999
 (Continued)

Gross Receipts (Brought Forward) \$ 727,846

Disbursements

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies' Gross Salaries \$ 258,218

Employee Benefits-

Employer's Share Social Security 22,887

Contracted Services-

Advertising 347

Vehicle Maintenance and Repairs 14,015

Materials and Supplies-

Office Materials and Supplies 7,445

Uniforms 3,396

Law Enforcement Supplies 17,786

Auto Expense-

Gasoline 13,775

Other Charges-

Conventions and Travel 5,963

Dues 1,126

Postage 5,994

Carrying Concealed Deadly Weapon Permits 8,125

Bond 127

Miscellaneous 4,430

Capital Outlay-

Office Equipment 3,682

Vehicles 41,170

Cruiser Lease 6,536 \$ 415,022

Debt Service:

State Advancement \$ 59,216

Notes 50,000

Interest 853 \$ 110,069

Total Disbursements \$ 525,091

Net Receipts \$ 202,755

Less: Statutory Maximum \$ 66,017

Sheriff Training Incentive 688 66,705

Excess Fees Due County for Calendar Year 1999 \$ 136,050

Payments to County Treasurer - April 26, 2000 136,050

Balance Due at Completion of Audit \$ 0

The accompanying notes are an integral part of the financial statement.

CLARK COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 1999

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting pursuant to KRS 68.210 as recommended by the State Local Finance Officer. Revenues and related assets are generally recognized when received rather than when earned. Certain expenses are recognized when paid rather than when a liability is incurred, including capital asset purchases. Certain other expenses are recognized when a revenue and the related asset can be associated with a corresponding liability due another governmental entity.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.34 percent. Hazardous covered employees are required to contribute 8.0 percent of their salary to the plan. The county's contribution rate for hazardous employees was 16.28 percent.

CLARK COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 1999
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 1999, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

Note 4. Grant

The Clark County Sheriff was awarded a COPS FAST Grant from the U.S. Department of Justice in March 1995. The balance on January 1, 1999, was \$1,778. The account received \$9,766 and expended \$11,544 during calendar year 1999. All of the money in this account was expended by July 1999, and the account was then closed.

Note 5. Lease

The office of the County Sheriff is committed to a lease agreement with Provident Auto Leasing for a 1999 Dodge Durango. The agreement requires a monthly payment of \$466 for 36 months to be completed in December 2001. The total balance of the agreement is \$10,244 as of December 31, 1999.

Note 6. Special Accounts

- A. The Clark County Sheriff's DARE account had a beginning balance of \$6,482 on January 1, 1999. The DARE account received \$14,965 and expended \$2,258 during calendar year 1999. The ending balance on December 31, 1999, was \$19,189.
- B. The Clark County Sheriff's Special Investigation account had a beginning balance of \$226 on January 1, 1999. The account received \$50 during calendar year 1999 and had an ending balance on December 31, 1999, of \$276.

REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



Edward B. Hatchett, Jr. Auditor of Public Accounts

Honorable Drew Graham, Clark County Judge/Executive
Honorable Gary Lawson, Clark County Sheriff
Members of the Clark County Fiscal Court

Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of The Financial Statement Performed In Accordance With Government Auditing Standards

We have audited the Clark County Sheriff as of December 31, 1999, and have issued our report thereon dated May 16, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Clark County Sheriff's financial statement as of December 31, 1999, is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Clark County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be a material weakness.

Honorable Drew Graham, Clark County Judge/Executive
Honorable Gary Lawson, Clark County Sheriff
Members of the Clark County Fiscal Court
Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
May 16, 2000

